**Personal Information**

*Name:* Jiří TOMAN

*Nationality:* Czech *Mobile*: +352691420728

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**Working Experience**

*04/2014 –* **Freelance Translator and Language Specialist (EN/FR —> CZ)**

- Main domains: sports (equipment and fashion), bicycles, IT, e‑commerce, software and website localization, EU-related texts, automotive, electronics, gaming, HR

- Most common text types: web and app content, user interface, marketing materials (online and offline), technical documentation, subtitles

- Principal clients: bicycles manufacturers, sport fashion brands, e-commerce companies, software providers and app creators

*07/2015 – 03/2017* **Freelance Digital Marketing Executive Assistant**

- Liaising with website owners, establishing cooperation, link building, content writing

*07/2016 – 08/2016;* 04/2018**Proof-reader** **at the Publications Office of the European Union**

- Proofreading texts translated into CZ from EN/FR for various EU institutions and agencies

*10/2013 – 03/2014* **Translation Traineeship at the European Parliament**

- Translating from English and French into Czech

- Domains: finance, fisheries, budget, banking, human rights, transport, politics, legal

*2011 – 2013* **Ando Translations – QA Specialist**

- Proofreading and editing technical (mainly automotive and electronics) and medical translations from English into Czech

*2008 – 2011* **Project Manager at AIESEC Pilsen (International Student Organisation)**

- Developing and coordinating projects, leading project teams, reporting, planning

**Education**

*2011 – 2015* **Master’s Degree in English language translation
Master’s Degree in French language translation**MasarykUniversity(Brno, Czech Republic)

- Translation, CAT tools, interpreting, subtitling, language studies, EU translation

*2009 – 2010* **Erasmus Exchange Study Programme**
University of Perpignan (Perpignan, France)

- English and French language, business economics, economics, translation

*2007 – 2011***Bachelor’s Degree, English and French for Business**University of West Bohemia(Pilsen, Czech Republic)

**Other Skills**

- Proficient user: MS Office, computer-assisted translation and editing tools

- Advanced user: CRM and CMS systems, HTML and SEO

- Kayaking and canoeing guide, active rock climber, content writer

**Interests**

- Orienteering, climbing, football, cycling, volleyball, computer games, hiking, kayaking, playing the guitar, singing, travelling